



MEETING: GOVERNANCE COMMITTEE

DATE: THURSDAY, JULY 13, 2023

TIME: 4:00 PM – 5:00 PM

LOCATION: COTA – WG PORTER BOARDROOM

MEETING MINUTES

1. CALL TO ORDER

Chair Moore called the July 13, 2023 meeting of the Governance Committee to order at 4:00 PM.

2. ROLL CALL

Board Members Present

Marlon Moore, Chair
Sean Mentel, Vice Chair
Shannon Tolliver, Trustee
Jennifer Gallagher, Trustee (acting PMAC Chair)

Excused: Julie Colley, Trustee

3. APPROVAL OF GOVERNANCE COMMITTEE MINUTES

Vice Chair Mentel motion to approve the May 4, 2023 Governance Committee Minutes. Trustee Tolliver seconded the motion. Motion carries.

4. NEW BUSINESS

Kim Sharp, Senior Director of Development gave a Linkus Update followed by a robust discussion. Kim shared the website linkuscolumbus.com and encouraged all board members and staff to visit the site.

5. STRATEGIC AND OPERATIONAL PLANNING COMMITTEE REPORT – SEAN MENDEL, CHAIR

Chair Mentel gave an update of on the Strategic and Operational Planning Committee which met on July 11, 2023, highlighting two presentations given – the 2024-2028 Capital Improvement Program and LinkUS, as well as several resolutions presented to the Committee for consideration. Erin Delffs, CFO, described the seven components of the Capital Improvement Program: Vehicle & Equipment; Facilities; Technology; Development; Administration; Debt Service; and Other. The following resolution was recommended for the Board of Trustees Regular Agenda:





A. RESOLUTION 2023-XX – ADOPTION OF THE 2024-2028 CAPITAL IMPROVEMENT PROGRAM

Kim Sharp, Senior Director of Development gave a Linkus Update followed by a robust conversation and addressed questions from the Committee. Following her presentation, the Committee agreed to recommend the following resolutions for the Board of Trustees Consent Agenda:

B. RESOLUTION 2023-XX – WEST BROAD STREET BRT REASONABLE FINANCIAL PLAN AND RATING REQUEST

C. RESOLUTION 2023-XX – AUTHORIZING MEMORANDUM OF UNDERSTANDING WITH THE MID OHIO REGIONAL PLANNING COMMISSION FOR FUNDING THE LINKUS TRANSIT SUPPORTIVE INFRASTRUCTURE PROGRAM

D. RESOLUTION 2023-XX – AUTHORIZING AN INTER-GOVERNMENTAL AGREEMENT WITH THE MID OHIO REGIONAL PLANNING COMMISSION FOR ADMINISTRATION OF THE LINKUS TRANSIT SUPPORTIVE INFRASTRUCTURE PROGRAM

E. RESOLUTION 2023-XX – ADOPTION OF A SHORT-RANGE TRANSIT PLAN

F. RESOLUTION 2023-XX – AUTHORIZING THE SALE OF REAL ESTATE TO THE CITY OF HILLIARD

Chair Mentel also shared updates and kudos to all COTA staff for a successful Red White & BOOM on July 3 as well as the upcoming Service Improvements coming in September 2023 and a successful hiring effort for new operators.

6. EXTERNAL STAKEHOLDER RELATIONS COMMITTEE REPORT – SHANNON TOLLIVER, CHAIR

Chair Tolliver provided the update that the External Stakeholder Relations Committee did not meet in July due to a lack of quorum. Although there was not a July meeting, Chair Tolliver did highlight recent COTA events.

- Team COTA had over 30 staff participate in the Stonewall Columbus Pride Parade.
- Team COTA partnered with the Columbus Metropolitan Library to support its first ever Book Festival.
- Columbus City Schools have renewed their partnership with COTA for the 2023-2024 school year.
- More than 135 Team COTA employees and their families signed up for the annual National Veterans Memorial and Museum’s 5K Run, Walk, Ruck and Roll event over Memorial Day weekend.





7. PERFORMANCE MONITORING/AUDIT COMMITTEE REPORT – JULIE COLLEY, CHAIR

Acting Chair Gallagher provided the update that the Performance Monitoring/Audit Committee meeting was held on July 13, 2023. CFO Erin Delffs provided a brief financial update through May 2023 and Kim Sharp, Senior Director of Development, presented a LinkUS Update and referenced the resolution authorizing a contract with Kimley-Horn.

The following resolutions were all recommended to be placed on the Board of Trustees Consent Agenda:

- A. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH API SOURCE, INC. FOR COMPREHENSIVE BRANDED AND PROMOTIONAL MATERIALS SERVICES
- B. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH HEART & HUNTER INC. FOR COMPREHENSIVE MARKETING AND ADVERTISING AGENCY SERVICES
- C. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH EMC RESEARCH, INC. FOR COMPREHENSIVE MARKET RESEARCH SERVICES
- D. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH LEXTANT CORPORATION FOR COMPREHENSIVE MARKET RESEARCH SERVICES
- E. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH PAUL WERTH ASSOCIATES, INC. FOR PUBLIC RELATIONS CONSULTING SERVICES
- F. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH KIMLEY-HORN FOR EAST MAIN STREET HIGH-CAPACITY TRANSIT CORRIDOR DETAILED DESIGN AND CONSTRUCTION SUPPORT SERVICES
- G. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH S&A CLEANTECH, LLC FOR TRASH COLLECTION SERVICES FROM COTA’S TRANSIT STOPS
- H. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH USI INSURANCE SERVICES, LLC FOR MEDICAL CONSULTING SERVICES
- I. RESOLUTION 2023-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH REV1 VENTURES FOR THE GO MOBILITY LAB
- J. RESOLUTION 2023-XX – AUTHORIZING ADDITIONAL EXPENDITURES WITH THE SPARK CREATIVE FOR THE RENEWAL OF STRATEGIC PLAN AND EXECUTION SUPPORT SERVICES





- K. RESOLUTION 2023-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH RICHARD L. BOWEN + ASSOCIATES, INC. FOR DESIGN SERVICES FOR THE RICKENBACKER AREA MOBILITY CENTER
- L. RESOLUTION 2023-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH RICHARD L. BOWEN + ASSOCIATES, INC. FOR DESIGN SERVICES FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY (FINAL PHASE)
- M. RESOLUTION 2023-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH MARKER, INC. FOR CONSTRUCTION MANAGER AT RISK SERVICES FOR THE RENOVATION OF THE MCKINLEY AVENUE FACILITY
- N. RESOLUTION 2023-XX – AUTHORIZING ADDITIONAL EXPENDITURES FOR THE CONTRACT WITH MARKER, INC. FOR CONSTRUCTION MANAGER AT RISK SERVICES FOR THE RICKENBACKER FACILITY
- O. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH CDW GOVERNMENT, LLC FOR THE PURCHASE OF DELL LAPTOP AND DESKTOP HARDWARE
- P. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH ENTOURAGE PARTNERS FOR DIGITAL SIGNAGE AND SAAS SERVICES
- Q. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH LUMEN TECHNOLOGIES, INC. FOR THE REDUNDANT NETWORK CONNECTIVITY BETWEEN COTA LOCATIONS
- R. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH NEW FLYER OF AMERICA INC. FOR THE PURCHASE OF ELECTRIC BUS CHARGING EQUIPMENT
- S. RESOLUTION 2023-XX—AUTHORIZING A CONTRACT WITH SAFETY VISION LLC FOR THE PURCHASE AND INSTALLATION OF FLEET SECURITY CAMERA AND RECORDING SYSTEM FOR TRANSIT VEHICLES
- T. RESOLUTION 2023-XX – AUTHORIZING A CONTRACT WITH KIMLEY-HORN TO IMPLEMENT REGIONAL INFRASTRUCTURE ACCELERATOR GRANT
- U. RESOLUTION NO. 2023-XX AUTHORIZING A CONTRACT WITH NICE SYSTEMS, INC. FOR THE PURCHASE AND INSTALLATION OF TELEPHONY CALL CENTER SOFTWARE

8. ADJOURNMENT

Trustee Mentel motioned to adjourn the Governance Committee meeting. Trustee Gallagher seconded the motion. The Governance Committee adjourned at 4:54 PM.





Adopted: _____ September 7, 2023 _____

Signed: _____
DocuSigned by:
Marlon Moore
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Chair, Governance Committee

Attest: _____
DocuSigned by:
Joanna M. Pinkerton
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President/CEO

GOVERNANCE COMMITTEE MEMBERS

- Marlon Moore, Chair
- Sean Mentel
- Shannon Tolliver
- Julie Colley

